

DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan

Circular Letter No. 151.
May 20, 1914.

To Supervising Principals.

Gentlemen:--

Under separate cover you are being sent the licenses for the teachers of your district, together with the classification of each teacher who has taught during the year under your supervision. Concerning the latter, each teacher should be notified privately, since his classification is a matter which affects only himself, this Department and the School Board. If you wish to know the classification of any teacher whose name does not appear in the list sent you, the information will be given if requested.

Due to the fact that the teachers must have their licenses in order to make applications for schools, the life certificates are being sent out at this time, dated May 23, although in some cases teachers will not have completed the necessary experience until the end of the present school year. In case any teacher who is receiving a life certificate at this time should fail to fulfill the experience requirements it would be necessary to revoke the certificate.

Under the present law School Boards are not required to announce the vacancies in the newspapers. In order that they may be able to submit their lists of teachers to the

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Department within the time specified by law, School Boards must hold their meeting for the purpose of electing teachers not later than June 10, although this Department will suggest that the meetings for that purpose be held on June 8, or before. Therefore, the teachers should present their applications for schools to the School Boards not later than June 5. Next year there will be four new municipalities: Guánica, Luquillo, Ceiba and Las Piedras.

All teachers elected by School Boards will be notified and the teachers will be required to sign an acceptance and return it to the School Board before their names can be submitted to this Department for approval. It is useless for teachers to write to this Department for information as to whether they have been elected by any School Board. If they have been elected they will receive their notification from the Board. All teachers should be cautioned not to sign more than one acceptance and also to be sure that all the blanks of the acceptance form are properly filled out. Since a School Board can not submit the name of any teacher until the signed acceptance has been received, it will be seen that a teacher will be approved for one municipality only. After a teacher has accepted a school he will not be approved for any other unless he has been duly released from his first provisional contract, and he will not be approved at any time for another

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school of the same class unless he has had excellent reasons for wishing to resign the first school. In all cases of resignation only three causes will be considered by this Department: Sickness; removal from municipality; or securing a school or higher grade. Whatever the cause for resignation another school can not be accepted until the first contract has been duly rescinded.

Yours very truly,

*(Signed) E. M. Bainter
Commissioner of Education*

CH/adlr